
Aviation Career Incentive Pay

Introduction:

This section provides the procedures for starting, suspending or terminating, correcting, and recouping Aviation Career Incentive Pay. ACIP is paid to certain officers who are qualified for aviation service.

References:

Coast Guard Pay Manual, Chapter 5

Procedure:



Aviation Career Incentive Pay entries must be routed to a supervisor/auditor with either CGHRSUP or CGHRSICSUP approval authority. If this is not approved, the member will not be paid. Guidance for approving officials are incorporated in the applicable steps of this guide.

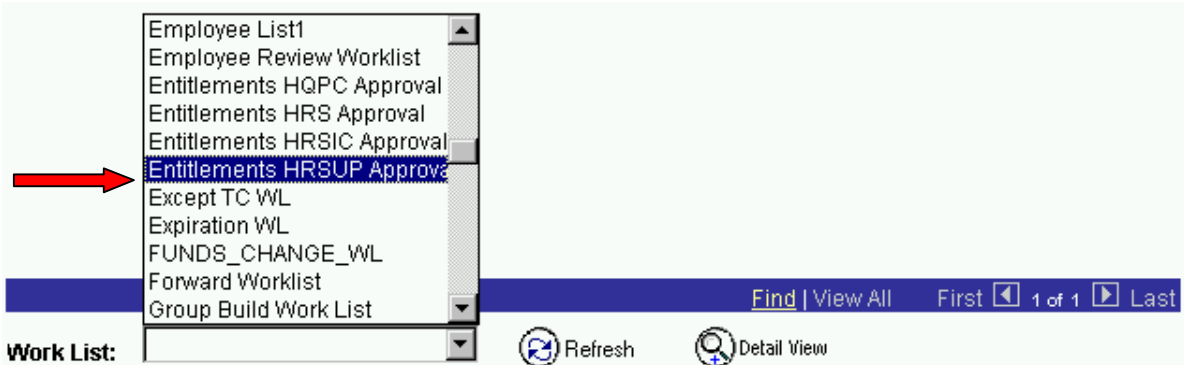

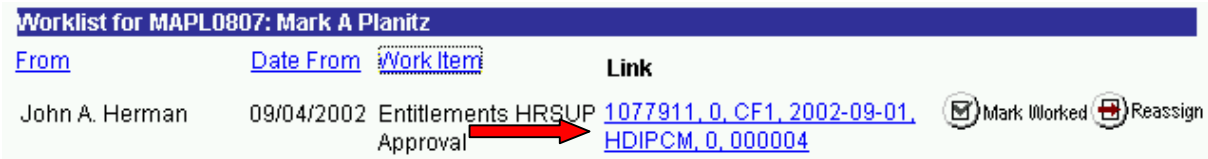
Use earnings type “ESACIP” for first time establishment of aviation service information. Use the other earning types when the member has been established in CGHRMS or JUMPS.

ACIP automatically stops at 25 years aviation service. If authorized to continue ACIP past 25 years, a new entitlement row must be created with the “ACIP25” earnings code.

ACIP does not automatically stop upon PCS.

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Start CGHRMS, [sign-in](#) and follow these steps to start, suspend, terminate, correct, or recoup Aviation Career Incentive Pay.

Step	Action
1	<p>Select Menu items in the following order.</p> <p>Home > Compensate Employees > Maintain Entitlements > Use > Employee Entitlements</p> <p>CGHRSUP User - access via their CGHRMS work list to review and approve. You may use the work list drop-down box to narrow the search criteria as shown below.</p>  <p>The screenshot shows a web interface with a dropdown menu open. The menu items are: Employee List1, Employee Review Worklist, Entitlements HQPC Approval, Entitlements HRS Approval, Entitlements HRSIC Approval, Entitlements HRSUP Approval (highlighted with a red arrow), Except TC WL, Expiration WL, FUNDS_CHANGE_WL, Forward Worklist, and Group Build Work List. Below the menu is a 'Work List:' dropdown. To the right are 'Find View All', 'First', '1 of 1', and 'Last' buttons. At the bottom are 'Refresh' and 'Detail View' buttons.</p>
2	<p>A search page will appear. Enter the member's Employee ID number or other search criteria and click the Search button to select the member you wish to display.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Advanced Technique</p> <p>You may select the input mode by checking one of the following boxes located at the bottom of the search screen. <input type="checkbox"/> Include History <input type="checkbox"/> Correct History If both boxes are left blank, you will enter in the Update Display mode. The system will automatically default to the last method you selected. See Step 4 for more information.</p> </div> <p> When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID (SSN) before making any changes.</p> <p>CGHRSUP Users - click the link as shown below in the work list to gain access to the member's Entitlement Summary Panel.</p>  <p>The screenshot shows a table titled 'Worklist for MAPL0807: Mark A Planitz'. The table has columns: From, Date From, Work Item, and Link. The first row shows 'John A. Herman' with 'Date From' '09/04/2002' and 'Work Item' 'Entitlements HRSUP Approval'. The 'Link' column contains a blue hyperlink '1077911_0_CF1_2002-09-01_HDIPCM_0_000004'. To the right of the table are two buttons: 'Mark Worked' and 'Reassign'.</p>

Continued on next page

3

Entitlement Panels. Either the **Summary Panel** or **Detail Panel** will appear depending on which option was previously selected.

Select the Employee Entitlement Summary Panel from the icons located at the bottom left-hand corner of the screen. The current selection will have no underline.

[Employee Entitlement Summary](#) | [Employee Entitlement Detail](#)

The following screen appears.

Entitlements		View All	< 1-2 of 2 >
FSA	Family Separation Allowance	Continue	Family Separation Allowance, C stopped on 2002-06-01
HF	Imminent Dngr-Hostile Fire Pay	Continue	Imminent Danger Hostile Fire P stopped on 2001-05-01

[Save](#)
[Return to Search](#)
[Update/Display](#)
[Include History](#)
[Correct History](#)

[Employee Entitlement Summary](#) | [Employee Entitlement Detail](#)

Select [View All](#) in the title bar.



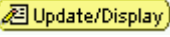
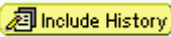

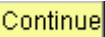


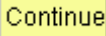
CGHRSUP User - an asterisk next to the entitlement indicates that it is pending approval (see below). Click the [Continue](#) button in the same row and then proceed to Step 7.

Entitlements		View All	< 1-4 of 4 >
CF1	Aviation Crew & Non-Crew HDIP	Continue	*Aviation Crew Member Hazardous Started 2002-09-01
FDH	Flight Deck Hazardous Duty Pay	Continue	Flight Deck Hazardous Duty Inc Stopped 1995-10-31
FSA	Family Separation Allowance	Continue	Family Separation Allowance, C Stopped 1996-06-29
HF	Imminent Dngr-Hostile Fire Pay	Continue	Imminent Danger Hostile Fire P Stopped 1994-11-30

[Save](#)

[Employee Entitlement Summary](#) | [Employee Entitlement Detail](#)

Continued on next page

4	<p>Select the  button located at the bottom right-hand portion of the screen so that all Aviation Career Incentive Pay will be shown in the next panel. If you are stopping, correcting, or deleting this entitlement, use the  button.</p> <p>Note: The current selection will have a white background.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <ul style="list-style-type: none"> ➤ You may use the  button to start a Aviation Career Incentive Pay; however, we recommend using the “Include History” mode so all payments will display. ➤ Use the  button to view all payments of a Aviation Career Incentive Pay. Only new entitlements can be entered in this mode. ➤ Use the  button to update or delete entries of a Aviation Career Incentive Pay. A listing of all payments will be displayed. </div>
5	<p>If an Aviation Career Incentive Pay row exists in the Summary Panel...</p> <p>Click the  button adjacent to Aviation Career Incentive Pay. The Employee Entitlement Detail screen will appear. (Go to Step 7)</p> <p>If an Aviation Career Incentive Pay row doesn’t exist in the Summary Panel...</p> <p>Click a  button to the right of any entitlement. A blank entitlement line will appear below whichever line is selected.</p> <p>Next, type “ACI” in the look-up box  or use the magnifying glass to search for and select the Aviation Career Incentive Pay earning code.</p> <p>Then click the  button adjacent to Aviation Career Incentive Pay to bring it up in the Employee Entitlement Detail screen. (Go To Step 7)</p>

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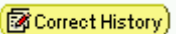
6

Employee Entitlement Detail Panel is the main panel for entering or stopping entitlements. **If you have completed Steps 3-5, continue on to Step 7.**


Follow these procedures to bypass the Employee Entitlement Summary Panel.

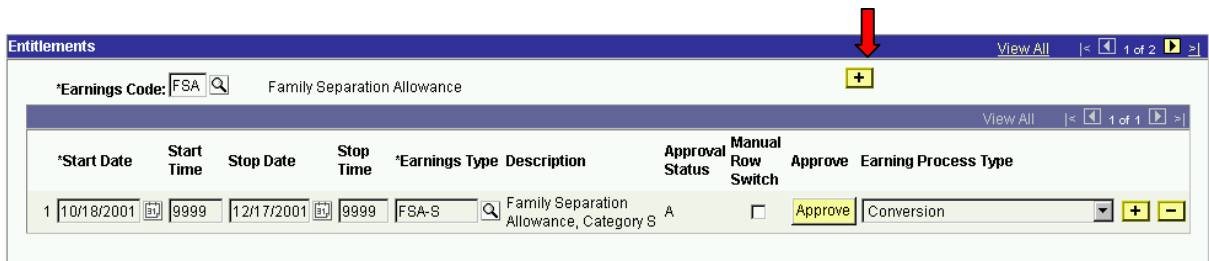
Select the **Employee Entitlement Detail** Panel from the icons located at the bottom left-hand corner of the screen. The current selection is not underlined.

Employee Entitlement Summary | Employee Entitlement Detail

Select the  button located at the bottom right-hand portion of the screen so that all Aviation Career Incentive Pay entries will be shown. If you are stopping, correcting, or deleting this entitlement, use the  button.

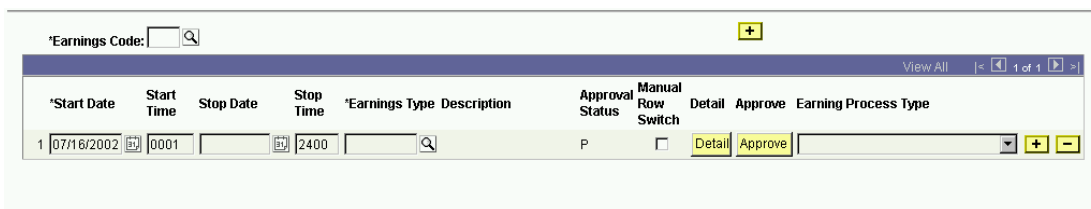
Select **View All** from the displayed title bar to list all entitlements.

Scroll up to find the “ACI” Earnings Code. If the Aviation Career Incentive Pay code isn’t listed (after clicking **View All**), click the  button from any entitlement as shown below.




*Start Date	Start Time	Stop Date	Stop Time	*Earnings Type	Description	Approval Status	Manual Row Switch	Approve	Earning Process Type
1 10/18/2001	9999	12/17/2001	9999	FSA-S	Family Separation Allowance, Category S	A	<input type="checkbox"/>	Approve	Conversion

The following screen appears below the previous entitlement...



*Start Date	Start Time	Stop Date	Stop Time	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Approve	Earning Process Type
1 07/16/2002	0001		2400			P	<input type="checkbox"/>	Detail	Approve	

Type “ACI” in the Earnings Code field or use the magnifying glass  to search and select the Aviation Career Incentive Pay Earnings Code.


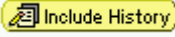


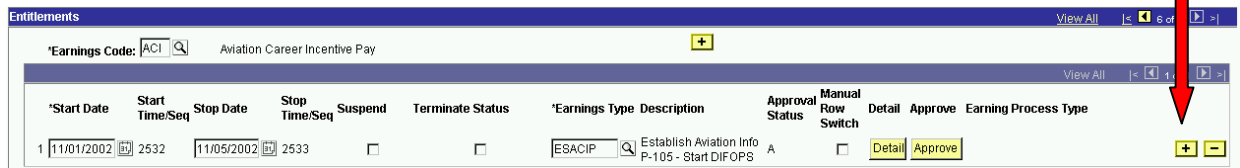
*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	Suspend	Terminate Status	*Earnings Type	Description	Approval Status	Manual Row Switch	Approve	Earning Process Type
1 11/13/2002	0000		0000	<input type="checkbox"/>	<input type="checkbox"/>			P	<input type="checkbox"/>	Approve	

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7

Starting Aviation Career Incentive Pay (See Steps 8-11 for other options)

If an Aviation Career Incentive Pay row already exists, click the  button in the  mode as shown below.



Entitlements

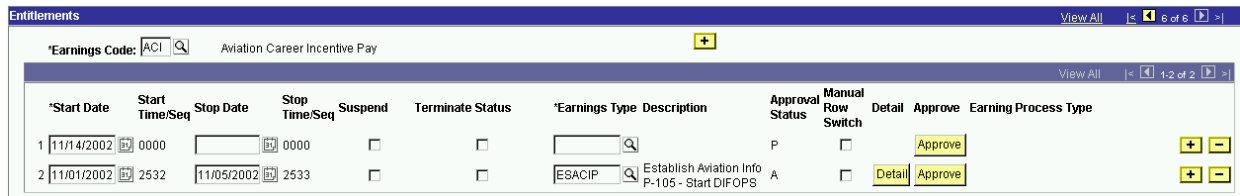
*Earnings Code: Aviation Career Incentive Pay

View All | 1 of 6 | < >

*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	Suspend	Terminate Status	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Approve	Earning Process Type
1 11/01/2002	2532	11/05/2002	2533	<input type="checkbox"/>	<input type="checkbox"/>	ESACIP	Establish Aviation Info P-105 - Start DIFOPS	A	<input type="checkbox"/>	Detail	Approve	

View All | 1 of 6 | < >

The following entry line appears...



Entitlements



*Earnings Code: Aviation Career Incentive Pay

View All | 1 of 6 | < >

*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	Suspend	Terminate Status	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Approve	Earning Process Type
1 11/14/2002	0000		0000	<input type="checkbox"/>	<input type="checkbox"/>			P	<input type="checkbox"/>		Approve	
2 11/01/2002	2532	11/05/2002	2533	<input type="checkbox"/>	<input type="checkbox"/>	ESACIP	Establish Aviation Info P-105 - Start DIFOPS	A	<input type="checkbox"/>	Detail	Approve	















View All | 1 of 6 | < >

Enter the following information...

Field	Action
Start Date	The current date is automatically displayed. Use the calendar button  to <u>select</u> the desired date. You can also <u>Click & Drag</u> over the date field to select the date then <u>Type</u> the start date in MMDDYYYY format.
Start Time	Pre-filled
Stop Date	Leave this field blank when starting ACIP
Stop Time	Pre-filled
Suspend	Not used when starting ACIP.
Terminate	Not used when starting ACIP.
Earnings Type	<u>Type</u> in the code if known or use the  to search and <u>select</u> from a listing of available earning types.
Description	Pre-filled. Ensure the proper entitlement is shown.
Approval Status	Pre-filled. (CGHRSUP Users - The status will automatically change from Pending (P) to Approved (A) upon saving.)
Manual Row Switch	<u>Select</u> this field <u>only when necessary</u> to override pay edits. Business rule edits will not be turned off when this is selected. Caution! Overriding pay edits may result in errors and possible overpayment of entitlement.



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Step 7 (Cont'd)

Field	Action														
Detail	<p>Click the Detail button to bring up the Supporting Data screen below (if applicable): Note: The detail panel is only used when establishing aviation service information via the “ESACIP” earnings type.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Supporting Data</p> <p>1075148 ACI 11/13/2002 ESACIP</p> <p>Aviation Service <input type="text"/>  Gate 1 OPFLY: <input type="text"/></p> <p>Date: <input type="text"/>  Gate 2 OPFLY: <input type="text"/></p> <p>Aviation Service Entry <input type="text"/>  TOTAL <input type="text"/></p> <p>Date: <input type="text"/>  OPFLY:</p> <p>Officer Service Date: <input type="text"/> </p> <p>OK Cancel</p> </div> <table border="1"> <thead> <tr> <th>Field</th><th>Action</th></tr> </thead> <tbody> <tr> <td>Aviation Service Date</td><td>Enter the date the member began flying as an officer in MMDDYYYY format or use the calendar button  to select the desired date. Note: This date cannot be prior to the member’s Officer Service Date & Pay Entry Base Date.</td></tr> <tr> <td>Aviation Service Entry Date</td><td>Enter the date the officer entered aviation service in MMDDYYYY format or use the calendar button  to select the desired date. Note: This date cannot be prior to the member’s Officer’s Service Date & Pay Entry Base Date.</td></tr> <tr> <td>Officer Service Date</td><td>Enter the member’s date of commission in MMDDYYYY format or use the calendar button  to select the desired date. Note: This date cannot be prior to the member’s Pay Entry Base Date.</td></tr> <tr> <td>Gate 1 OPFLY</td><td>Do not enter information in this field. It will automatically populate after cycled through JUMPS.</td></tr> <tr> <td>Gate 2 OPFLY</td><td>Do not enter information in this field. It will automatically populate after cycled through JUMPS.</td></tr> <tr> <td>Total OPFLY</td><td>Do not enter information in this field. It will automatically populate after cycled through JUMPS.</td></tr> </tbody> </table> <p>Click the OK button when finished.</p>	Field	Action	Aviation Service Date	Enter the date the member began flying as an officer in MMDDYYYY format or use the calendar button  to select the desired date. Note: This date cannot be prior to the member’s Officer Service Date & Pay Entry Base Date.	Aviation Service Entry Date	Enter the date the officer entered aviation service in MMDDYYYY format or use the calendar button  to select the desired date. Note: This date cannot be prior to the member’s Officer’s Service Date & Pay Entry Base Date.	Officer Service Date	Enter the member’s date of commission in MMDDYYYY format or use the calendar button  to select the desired date. Note: This date cannot be prior to the member’s Pay Entry Base Date.	Gate 1 OPFLY	Do not enter information in this field. It will automatically populate after cycled through JUMPS.	Gate 2 OPFLY	Do not enter information in this field. It will automatically populate after cycled through JUMPS.	Total OPFLY	Do not enter information in this field. It will automatically populate after cycled through JUMPS.
Field	Action														
Aviation Service Date	Enter the date the member began flying as an officer in MMDDYYYY format or use the calendar button  to select the desired date. Note: This date cannot be prior to the member’s Officer Service Date & Pay Entry Base Date.														
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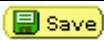

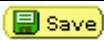

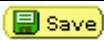


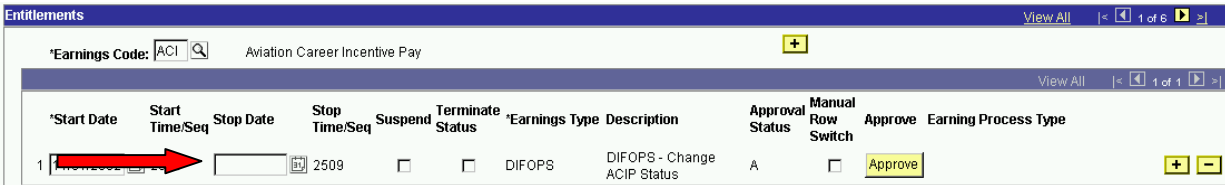

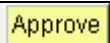
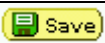

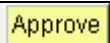
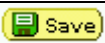

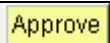
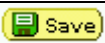
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Step 7 (Cont'd)

	<div data-bbox="292 247 1507 667"><div data-bbox="292 247 503 336"><div>Approve</div></div><div data-bbox="503 247 1507 667"><p><u>Click</u> the <div data-bbox="649 289 755 336">Approve</div> button and the following screen appears.</p><div data-bbox="503 373 1364 667"><p>Supporting Data</p><div data-bbox="552 436 1161 472">1075148 ACI 11/13/2002 ESACIP</div><div data-bbox="552 504 1144 541">Approval Status: Pending Originator ID:</div><div data-bbox="544 567 1356 613">Role Name: <input data-bbox="682 567 933 613" type="text" value="CGHRSUP"/> Approver EmplID: <input data-bbox="1144 567 1315 613" type="text"/> </div><div data-bbox="519 619 771 661"><div>OK</div> <div>Cancel</div></div></div></div></div> <p><u>CGHRS or CGHRSIC (Clerk) Action</u> Complete the following steps to route the entitlement for approval:</p> <p><u>Leave</u> the Approval Action field set to “Approve”.</p> <p><u>Type</u> the employee ID of the approving official in the Supervisor ID field or use the magnifying glass to search and select an employee ID.</p> <p><u>Click</u> the <div data-bbox="649 1008 763 1050">OK</div> button to return to the Entitlements panel.</p> <p><u>CGHRSUP or CGHRSICSUP Users</u> Take the following steps to approve, deny, or recycle the entitlement.</p> <p><u>Leave</u> the Approval Action field set to “Approve” or <u>Click</u> the drop down arrow to change the approval action.</p> <p><u>Choose</u> “Deny” if the entitlement is either inaccurate or improper. Important! Please delete the row after selecting this option by clicking the  button in the Entitlements panel.</p> <p><u>Choose</u> “Recycle” if kicking back the entitlement for further revision. Important! Notify the CGHRS (clerk) to correct the entry when selecting this option; otherwise, the row will be left as pending and will clutter the system.</p> <p>Disregard the Supervisor ID field.</p> <p><u>Click</u> the <div data-bbox="649 1795 763 1837">OK</div> button to return to the Entitlements panel.</p>
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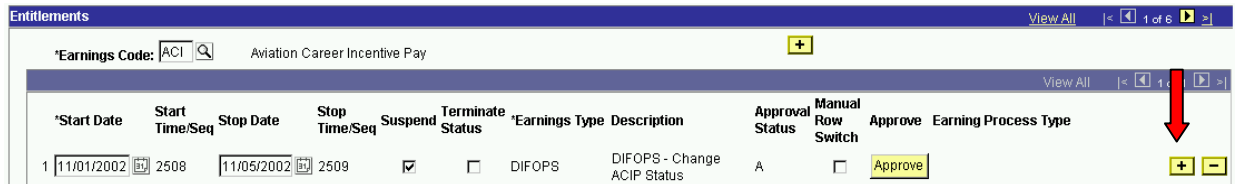
Step 7 (Cont'd)

	<table border="1"> <tr> <th>Field</th><th>Action</th></tr> <tr> <td>Earnings Process Type</td><td>Not Required. Disregard this field.</td></tr> <tr> <td></td><td> <p>Click this button (located at the bottom left of the screen) to route the entry to approving official's work list or to approve the entitlement if a CGHRSUP user.</p> <p> Approving Officials: <u>You must click the approve button or make a change to the entitlement before saving; otherwise, the member will not be paid. Once saved, the item will disappear from your work list.</u></p> </td></tr> </table>	Field	Action	Earnings Process Type	Not Required. Disregard this field.		<p>Click this button (located at the bottom left of the screen) to route the entry to approving official's work list or to approve the entitlement if a CGHRSUP user.</p> <p> Approving Officials: <u>You must click the approve button or make a change to the entitlement before saving; otherwise, the member will not be paid. Once saved, the item will disappear from your work list.</u></p>										
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Earnings Process Type	Not Required. Disregard this field.																
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8	<p><u>To Suspend or Terminate Aviation Career Incentive Pay</u></p> <p>In the  mode, find the row to suspend or terminate. The stop date will be blank as shown below:</p>  <p>Enter the following information...</p> <table border="1"> <tr> <th>Field</th><th>Action</th></tr> <tr> <td>Stop Date</td><td>Enter the last day of entitlement by using the calendar button  to select the date. You can also Click & Drag over the date field then Type the stop date in MMDDYYYY format.</td></tr> <tr> <td>Stop Time</td><td>Pre-filled</td></tr> <tr> <td>Suspend</td><td>Check this block if suspending ACIP.</td></tr> <tr> <td>Terminate Status</td><td>Check this block if terminating ACIP.</td></tr> <tr> <td>Manual Row Switch</td><td>Select this field <u>only when necessary</u> to override internal pay edits. Business rules will not be turned off when this is selected. Caution! Overriding pay edits may result in errors and possible overpayment.</td></tr> <tr> <td></td><td>Click this button to stop payment of Aviation Career Incentive Pay. See step 7 for instructions on routing entries for approval.</td></tr> <tr> <td></td><td>Click this button (located at the bottom left of the screen) to approve (CGHRSUP users) or to route (CGHRS users) the entry for approval.</td></tr> </table>	Field	Action	Stop Date	Enter the last day of entitlement by using the calendar button  to select the date. You can also Click & Drag over the date field then Type the stop date in MMDDYYYY format.	Stop Time	Pre-filled	Suspend	Check this block if suspending ACIP.	Terminate Status	Check this block if terminating ACIP.	Manual Row Switch	Select this field <u>only when necessary</u> to override internal pay edits. Business rules will not be turned off when this is selected. Caution! Overriding pay edits may result in errors and possible overpayment.		Click this button to stop payment of Aviation Career Incentive Pay. See step 7 for instructions on routing entries for approval.		Click this button (located at the bottom left of the screen) to approve (CGHRSUP users) or to route (CGHRS users) the entry for approval.
Field	Action																
Stop Date	Enter the last day of entitlement by using the calendar button  to select the date. You can also Click & Drag over the date field then Type the stop date in MMDDYYYY format.																
Stop Time	Pre-filled																
Suspend	Check this block if suspending ACIP.																
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To Remove Suspension of Aviation Career Incentive Pay

In the  mode, find the row that was suspended as shown below (The suspend box will be checked.) Click the  button shown below to create a new row.

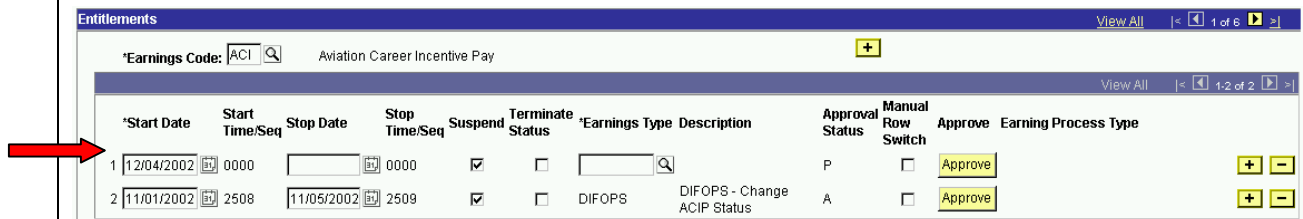


Entitlements

*Earnings Code: ACI Aviation Career Incentive Pay

*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	Suspend	Terminate Status	*Earnings Type	Description	Approval Status	Manual Row Switch	Approve	Earning Process Type
1 11/01/2002	2508	11/05/2002	2509	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DIFOPS	DIFOPS - Change ACIP Status	A	<input type="checkbox"/>	Approve	

A row will appear as shown below.
















Entitlements

*Earnings Code: ACI Aviation Career Incentive Pay

*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	Suspend	Terminate Status	*Earnings Type	Description	Approval Status	Manual Row Switch	Approve	Earning Process Type
1 12/04/2002	0000		0000	<input checked="" type="checkbox"/>	<input type="checkbox"/>			P	<input type="checkbox"/>	Approve	
2 11/01/2002	2508	11/05/2002	2509	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DIFOPS	DIFOPS - Change ACIP Status	A	<input type="checkbox"/>	Approve	

Enter the following information...

Field	Action
Start Date	The current date is automatically displayed. Use the calendar button  to <u>select</u> the desired date. You can also <u>Click & Drag</u> over the date field to select the date then <u>Type</u> the start date in MMDDYYYY format.
Start Time	Pre-filled
Stop Date	Leave this field blank when removing a suspension of ACIP
Stop Time	Pre-filled
Suspend	 Click the checked box to Remove the Suspension flag. Do not omit this step.
Terminate	Not used when removing a suspension.
Earnings Type	<u>Type</u> in the code if known or use the  to search and <u>select</u> from a listing of available earning types.  Be sure to select a “Remove Suspension” earnings type from the list. Do not use DIFDEN, DIFOPS, or DIFPRO when removing a suspension.
Description	Pre-filled. Ensure the proper entitlement is shown.
Approval Status	Pre-filled. (CGHRSUP Users - The status will automatically change from Pending (P) to Approved (A) upon saving.)
Manual Row Switch	<u>Select</u> this field <u>only when necessary</u> to override pay edits. Business rule edits will not be turned off when this is selected. Caution! Overriding pay edits may result in errors and possible overpayment of entitlement.

10	<p><u>Correcting Aviation Career Incentive Pay</u></p> <p>In the  mode, find the Aviation Career Incentive Pay row to correct.</p> <p>Click & Drag over any editable field to change its value. Dates must be typed in MMDDYYYY format. You may also use calendar buttons  to modify dates and the magnifying glass  to change the earning type.</p> <p>Click the  button located at the bottom left of the screen.</p> <p> To change the effective start date, you must delete the entire row (Step 10) and then start a new Aviation Career Incentive Pay entitlement (Step 7).</p>
11	<p><u>Deleting Aviation Career Incentive Pay</u></p> <p>In  mode, find the Aviation Career Incentive Pay row to delete.</p> <p>Click on the  button located in the row to be deleted.</p> <p>Click the  button located at the bottom left of the screen.</p> <p> The total Aviation Career Incentive Pay entitlement will be recouped when using this feature.</p>

End